



Boat Building Academy

Terms of Business

The Boat Building Academy's terms of business are set out in broad terms below. Course application forms carry terms of business details specific to the course they relate to.

Safety

The safety of our people is of prime concern and to this end we insist that all those who use our premises abide by our health and safety policy. Only fully briefed and authorised persons may operate the machines, for which a list of authorised users is held. Normal industry accepted working practices should be followed when using hand tools. We reserve the right to request anyone we think may be in breach of health and safety policy to leave the premises.

Smoking

Smoking is not permitted within the Marine Centre's premises.

Equal opportunities

The Boat Building Academy has a strict policy of affording equal opportunities to people regardless of age, sex, race, ethnic or national origin, culture or gender orientation and does not tolerate discrimination in any form.

Short course applications

Interviews are not required for short courses but applicants are welcome to visit beforehand if they wish. The full course fee should be forwarded with your application form to reserve a place on the course.

Long course applications

Interviews, either in person or by telephone, are required for longer courses. A non-returnable deposit (20% for the 40 week Boat Building courses, 10% for 12 week Furniture Making courses) of the course fee should be forwarded with your application form to reserve a place on the course. The balance of the fee is due one calendar month before the start of the course.

Payment details

Deposit and course fee payments may be made by cheque (payable to Boat Building Academy Ltd), bank transfer, debit or credit card. Full payment requirements and details are given on application forms.

Cancellations

Short courses

In the event of cancellation your fee, less a £50 deduction per course, will be refunded if we receive your cancellation at least one month before the course commences.

If you cancel 15 days or less before the course we cannot refund your money.

In case of emergency or an insufficient number of students, the Boat Building Academy reserves the right to cancel a short course and return fees. For this reason we advise students to buy refundable airline tickets or flight insurance as the Boat Building Academy will not be responsible for any loss on travel or accommodation costs.

Long courses

The deposit for the long course is non-returnable and non-transferable. The balance of fees paid will only be refunded in certain circumstances: if the course is full on the course start date the fees will be refunded less the deposit. If the course is not full on the start date then the full fee will be retained. The 40 week Boat Building course is deemed full when eighteen students are enrolled.

12 week Furniture Making/Advanced Furniture Making

The deposit for the 12 week Furniture Making/Advanced Furniture Making course is non-returnable and non-transferable. Should you be unable to join the course after paying the balance of fees the full fee will be retained if the course is less than full on its start date. If the course is full, you will be refunded your fee paid less the deposit. The Furniture Making courses are deemed full when eight students are enrolled.

Accommodation

Our health and safety and equality and diversity policies also cover the Marine Centre's accommodation. We reserve the right to ask anyone who does not abide by them to leave the accommodation. Any illegal conduct within the Marine Centre is referred to the police immediately.

Syllabus and Instructors

The course timetable and the content of the entire course as shown in the prospectus will be followed as closely as practicable but variations may occur in order to ensure that the overall aims of the course are achieved. The advertised instructors may change without notice.